



**STATEMENT OF PROCEEDINGS FOR THE  
SPECIAL MEETING OF THE  
LOS ANGELES COUNTY AUDIT COMMITTEE**

**KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 374-A  
LOS ANGELES, CALIFORNIA 90012**

**Wednesday, February 1, 2012**

**10:30 AM**

AUDIO LINK FOR THE ENTIRE MEETING. (12-0636)

**Attachments:** [AUDIO](#)

Present: Member Cooper, Member Hong, Member Mandel and  
Member Berberian

Call to Order. (11-5082)

**The meeting was called to order by Lisa Mandel at 10:36 a.m.**

**I. ADMINISTRATIVE MATTER**

1. Approval of the November 2, 2011 meeting minutes. (11-5074)

**On motion of Springsong Cooper, seconded by Helen Berberian, this item was approved.**

**Attachments:** [SUPPORTING DOCUMENT](#)

**II. OLD BUSINESS**

2. Fiscal Review of Personal Involvement Center, Incorporated - A Foster Family Agency Foster Care Contractor (Continued from meetings of 3/2/11, 6/1/11, 9/21/11 and 11/2/11). (11-0427)

**Cynthia McCoy-Miller, Department of Children and Family Services (DCFS), informed the Committee that Personal Involvement Center has repaid the \$80,969.00 in questioned costs.**

**Discussion over the fiscal viability of agencies and the usage of current funds to pay debt ensued.**

Ms. McCoy-Miller responded to the members' concerns over the impact of the agency's finances on the program. She explained that DCFS has been in close communication with the Auditor-Controller and program managers. DCFS has been informing the program managers of any financial issues and alerting them to closely monitor the program for any changes in the quality of service.

Lisa Mandel stated that there is need for guidelines and procedures for the County's management of the fiscal viability of contracted agencies and suggested holding a separate meeting that includes County Counsel to discuss creating new policy that addresses these issues.

Robert Campbell, Auditor- Controller (A-C) stated that contractors' use of current program funds to pay owed back taxes is a common business decision for some of these agencies. He added that this practice is usually not discovered until a fiscal review has been conducted; the A-C supports having documentation with safeguards in place to deal with agencies using these business practices.

Helen Berberian questioned if Personal Involvement Center (PIC) comingled funds to pay their debt.

Don Chadwick, A-C stated that the report is being finalized however; current period funds were used to pay debt.

Springsong Cooper requested an update from DCFS and Department of Mental Health (DMH) on the monitoring of PIC's level of service.

Karen Richardson, DCFS stated that she had spoken to the Family Preservation program managers in June, 2011 and there were no issues at that time.

Greg Lecklitner, DMH stated that there were no issues with the quality of service.

Lisa Mandel stated that she will coordinate the scheduling of the meeting to discuss the creation and implementation of guidelines.

By common consent, there being no objection, this item was continued to the next meeting.

Attachments:    [SUPPORTING DOCUMENT - AC REPORT](#)

3. Review of Excel Family Intervention, Incorporated - A Foster Family Agency Foster Care Contractor (Continued from meetings of 3/2/11, 6/1/11, 9/21/11 and 11/2/11). (11-0678)

**Karen Richardson, Department of Children and Family Services (DCFS) updated the members that the agency's contract was not renewed and their license was revoked. The children were transitioned out of the foster homes in October, 2011.**

**Cynthia McCoy-Miller, DCFS added that the agency is being evaluated as a candidate for being placed in the Contract Alert Reporting Database.**

**On motion of Helen Berberian, seconded by Springsong Cooper, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT - AC REPORT](#)

4. Children Are Our Future Review - A Group Home Foster Care Contractor (Continued from meetings of 6/1/11, 9/21/11 and 11/2/11). (11-2369)

**Lisa Campbell, Probation Department reported that the agency has shown significant progress in strengthening their program. They have improved in the areas of management, staffing and professionalism. More recently an onsite Deputy Probation Officer (DPO) has been assigned to the location and has provided additional oversight measures. There has also been improvement from a financial standpoint and are in compliance with the conditions of their bankruptcy.**

**Cynthia McCoy-Miller, DCFS added that the agency is paying monthly payments of approximately \$22,000 to the bankruptcy and offered to report back with a breakdown of how the payments are being made in response to Lisa Mandel's concerns of program funds being used for to repay the debt.**

**Helen Berberian informed the members of a constituent complaint that the group home is located next to a sober living facility.**

**Ms. Campbell stated that there is no comingling with the residents of the sober living home and there have been no issues. The onsite DPO is aware of the situation and is closely monitoring the group home.**

**By common consent, there being no objection, this item was continued to the next meeting for a report back on the repayment of the bankruptcy and a breakdown of funds being used to pay the debt.**

**Attachments:**    [SUPPORTING DOCUMENT - AC REPORT](#)  
[SUPPORTING DOCUMENT - DCFS REPORT](#)  
[SUPPORTING DOCUMENT - PROB REPORT](#)

5. Koinonia Foster Family Agency - A Department of Children and Family Services Contract Service Provider - Contract Compliance Review (6/20/11) (Continued from meetings of 9/21/11 and 11/2/11). (11-3587)

**Karen Richardson, DCFS updated the members that the agency had implemented all but, two of the recommendations provided in the Auditor-Controller's report. The pending recommendations are the Needs and Services Plan (NSP) and timely dental exams. There was an NSP training offered to providers in January which should result in an improvement in the area of NSP's.**

**DCFS is also currently developing a letter to send to providers addressing areas with a history of compliance issues. The letter will include the concern of timely dental examinations.**

**The agency is currently on a Corrective Action Plan which requires the recommendations be implemented and is undergoing their 2012 review which is expected to be complete in March and will address any prior findings.**

**Discussion over the upcoming Request for Statement of Qualifications (RFSQ) ensued.**

**Helen Berberian questioned the Foster Family Agencies' (FFA) use of the "right of refusal", and suggested incentivizing a greater collaboration with the Department of Mental Health (DMH) to reduce the denial of youth with mental health issues being placed.**

**Lisa Mandel requested staff place the RFSQ on the next agenda as a discussion item.**

**On motion of Springsong Cooper, seconded by Helen Berberian, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT AC - REPORT](#)

6. Masada Homes (Counseling & Research Associates, Inc.) - A Department of Mental Health and Department of Children and Family Services Contract Provider - Contract Compliance Review (6/20/11) (Continued from meetings of 9/21/11 and 11/2/11). (11-3589)

**Springsong Cooper requested a report back from Greg Lecklitner, DMH**

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on the status of the Client Care Plans to be on the next agenda as a discussion item.

Lisa Mandel raised concerns over future year funding being used for repayment of questioned costs and the implications this may have on the program and raised issues of unspent Wraparound funds not being returned.

Discussion over unspent Wraparound funds ensued.

Helen Berberian requested a spreadsheet from DCFS with a comprehensive list of the Wraparound providers, showing the allocations and type of funding they receive and indicating the unspent portion of funding per provider.

Springsong Cooper added that it would be helpful to include previous years in the spreadsheet to show any trends among the providers.

Don Chadwick, A-C stated that a similar analysis was done approximately five years back and offered to send DCFS the analysis which may be helpful with the project.

On motion of Springsong Cooper, seconded by Helen Berberian, this item was received and filed.

Attachments:    [SUPPORTING DOCUMENT AC - REPORT](#)

7. Inner Circle Foster Family Agency - A Foster Family Agency Foster Care Contractor - Fiscal Review (7/11/11) (Continued from meetings of 9/21/11 and 11/2/11). (11-3691)

Latisha Thompson, DCFS reported that the Criminal Court proceeding for embezzlement was postponed until March 12, 2012.

By common consent, there being no objection, this item was continued to the next meeting for a status report.

Attachments:    [SUPPORTING DOCUMENT - AC REPORT](#)

8. Trinity Youth Services, Sites: El Monte, Apple Valley, Yucaipa, and Norco, Contract Compliance Monitoring Reviews (9/30/11) (Continued from meeting of 11/2/11). (11-4653)

**Lisa Campbell, Probation stated that the final audit report is pending. She informed the members that Trinity Yucaipa had a serious incident occur involving the youth and as a result of the investigation all youth have been removed from Trinity's Yucaipa site. A review conference was held with Trinity and a corrective action plan is being worked on.**

**By common consent, there being no objection, this item was continued to the next meeting.**

**Attachments:**    [SUPPORTING DOCUMENT - PROB REPORT](#)

### **III. REPORTS**

9. Garces Residential Care Services Group Home Contract Compliance Monitoring Review (Fifth District (12/8/11). (12-0156)

**On motion of Helen Berberian, seconded by Springsong Cooper, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT - DCFS REPORT](#)

10. The Help Group - Project Six - A Group Home Foster Care Contract Provider - Fiscal Review (11/3/11). (11-5050)

**On motion of Helen Berberian, seconded by Springsong Cooper, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT - AC REPORT](#)

11. Institute for Multicultural Counseling and Education Services, Inc. - A Department of Children and Family Services' Contract Service Provider - Contract Compliance Review (11/7/11). (11-5052)

**By common consent, there being no objection, this item was continued to the next meeting for further report on the offsetting of funding and non-compliance with the Family Preservation program.**

**Attachments:**    [SUPPORTING DOCUMENT - AC REPORT](#)

12. Bienvenidos Children's Center, Inc. - A Department of Mental Health Service and Department of Children and Family Services Contract Provider - Contract Compliance Review - Fiscal Years 2008-09 and 2009-10 (11/9/11). (11-5053)

**By common consent, there being no objection, this item was continued to the next meeting for a report back from DCFS and DMH on the Wraparound program.**

**Attachments:**    [SUPPORTING DOCUMENT - AC REPORT](#)

13. Child and Family Guidance Center - A Department of Mental Health and Department of Children and Family Services Contract Provider - Contract Compliance Review (11/4/11). (11-5054)

**By common consent, there being no objection, this item was continued to the next meeting for a report back on the unspent Wraparound funding.**

**Attachments:**    [SUPPORTING DOCUMENT - AC REPORT](#)

14. Hathaway-Sycamores Child and Family Services Contract Compliance Monitoring Review (10/18/11). (11-5057)

**On motion of Springsong Cooper, seconded by Helen Berberian, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT - DCFS REPORT](#)

15. Murrell's Farm and Boys Home Contract Compliance Monitoring Review (9/27/11). (11-5058)

**Karen Richardson, DCFS informed the members that the review of the agency is starting within the month.**

**By common consent, there being no objection, this item was continued to the next meeting.**

**Attachments:**    [SUPPORTING DOCUMENT - DCFS REPORT](#)

16. Child Help USA Group Home Contract Compliance Monitoring Review (10/18/11). (11-5059)

**On motion of Springsong Cooper, seconded by Peter Hong, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT - DCFS REPORT](#)

17. Status Report - Reviews of the Department of Children and Family Services' Youth Development Services Division and Emergency Response Command Post (11/23/11). (11-5323)

**On motion of Springsong Cooper, seconded by Helen Berberian, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT](#)

18. Sand Hill Group Home Contract Compliance Monitoring Review (12/19/11). (12-0157)

**On motion of Springsong Cooper, seconded by Helen Berberian, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

19. Pomona Unified School District - A Department of Public Social Services CalWorks Stage One Child Care Program Provider - Contract Compliance Review (12/22/11). (12-0160)

**By common consent, there being no objection, this item was referred to the Regular Audit Committee for review.**

Attachments: [SUPPORTING DOCUMENT - AC REPORT](#)

20. St. Anne's Maternity Home - A Department of Mental Health and Department of Children and Family Services Contract Provider - Contract Compliance Review (12/22/11). (12-0161)

**On motion of Springsong Cooper, seconded by Helen Berberian, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT - AC REPORT](#)

21. Wings of Refuge Family Services Agency - A Foster Family Agency Contract Provider - Fiscal Review (12/19/11). (12-0162)

**Karen Richardson, DCFS reported that the review indicated that the agency has record keeping and NSP issues. It was also found that the agency is not completing staff training in a timely manner.**

**Lisa Mandel requested a report back from DCFS on the \$2.2 million debt and the financial viability of the agency.**

**By common consent, there being no objection, this item was continued to the next meeting.**



**Attachments:**    [SUPPORTING DOCUMENT - AC REPORT](#)

22. Department of Children and Family Services - Foster Family Agency Program Monitoring - First Status Report April 1, 2011 through August 31, 2011 (12/6/11). (12-0163)

**On motion of Helen Berberian, seconded by Springsong Cooper, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT - AC REPORT](#)

23. Mozell Pennington Boys Center, Incorporated - A Group Home Foster Care Contract Provider - Fiscal Review (12/6/11). (12-0164)

**On motion of Helen Berberian, seconded by Springsong Cooper, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT - AC REPORT](#)

24. Little People's World, Inc. - A Group Home Foster Care Contract Provider - Fiscal Review (12/6/11). (12-0165)

**Discussion of payments made to the agency's Executive Director with the use of program funds.**

**Lisa Mandel requested this item be referred to County Counsel for advice on the handling of the agency.**

**By common consent, there being no objection, this item was continued to the next meeting.**

**Attachments:**    [SUPPORTING DOCUMENT - AC REPORT](#)

25. West Covina Group Home Corporation - A Group Home Foster Care Contract Provider - Fiscal Review (12/2/11). (12-0166)

**On motion of Helen Berberian, seconded by Springsong Cooper, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT - AC REPORT](#)

26. Westside Children's Center - A Foster Family Agency Foster Care Contract Provider - Fiscal Review (12/2/11). (12-0167)

**On motion of Helen Berberian, seconded by Springsong Cooper, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT - AC REPORT](#)

**IV. MISCELLANEOUS**

- 27.** Matters not on the posted agenda (to be presented and placed on the agenda of a future meeting). (11-5073)

**The following items were introduced for discussion and placed on the next agenda.**

- 27A.** Status of Finalization and Issuance of the Auditor-Controller Accounting and Contract Administration Handbook. (12-0647)
- 27B.** Report back from DCFS and DMH on the Wraparound program and the offsetting of program funding, as requested during discussion of Agenda Item No 6. (12-0648)
- 27C.** Report back from DMH on the compliance status of Masada Homes' Client Care Plans, as requested during discussion of Agenda Item No. 6. (12-0649)
- 27D.** Discussion of RFSQ in regards to reducing denial of placement of youth with mental health issues, as requested during discussion of Agenda Item No. 5. (12-0650)

- 28.** Public Comment (11-5072)

**No members of the public addressed the Committee.**

- 29.** Adjournment (11-5071)

**There being no further business to conduct, the meeting was adjourned at 12:02 p.m.**